

MICHIGAN DEPARTMENT OF CORRECTIONS VISITING STANDARDS

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A. FORMS

Visiting forms include:

- CAJ-334 *Visitor List*
- CAJ-103 *MDOC Visiting Application*
- CAJ-356 *Outreach Volunteer Application*
- CAJ-290 *Permit to Search Opposite Sex*

The CAJ-334 *Visitor List* allows prisoners to identify those persons that they would like to visit with. The date received is identified by the RUM/designee's dated signature. This date establishes the point of reference in determining the prisoner's eligibility to add or delete non-family members from their approved visiting list. The visitor list date is located on the Visitor Tracking Prisoner Information Screen, and must be updated as appropriate.

The CAJ-103 *MDOC Visiting Application* may be sent by the prisoner to those persons s/he wishes to visit. The proposed visitor must return the completed application to the facility where the prisoner is housed. The information provided on the completed application will be verified, which may include follow-through with law enforcement agencies. A copy of the application will be provided to the proposed visitor indicating whether s/he has been approved or denied placement on the prisoner's approved visiting list. The prisoner will also be advised in writing if the proposed visitor is denied placement on his/her approved visiting list. *Note: Copies of completed MDOC Visiting Applications are not to be given to prisoners.*

The CAJ-356 *Outreach Volunteer Application* is used by a religious organization with an established outreach program to apply for recognition by the Department as an outreach volunteer group. The information provided on the completed application will be verified, which may include follow-through with law enforcement agencies. The application is submitted to the Special Activities Coordinator. The religious organization will be notified in writing of the approval/denial of the recognition.

B. VISITOR TRACKING

Staff entering information into the Visitor Tracking record shall verify that it is not a duplicate of a record already in the system, and shall ensure that identification information and type of ID are correctly entered. The Visitor Tracking system shall be updated when there is a change in the status/situation of a prisoner or visitor, e.g., marriage, discharge, visitor restriction, smocking of a visitor, (see J. 9), etc.

C. NUMBER OF VISITS ALLOWED

The maximum number of visits each prisoner is permitted may vary based on security level and this is identified below. Visits not used during a month will not be carried over to subsequent months.

- At Level I, any or all allowed visits may take place on a weekend.
- At Level II and above, only two of the allowable visits may be on a weekend.
- If a visit is terminated because of a mobilization, that visit shall not be counted as one of the allowable visits for the month.

Level I	8 per month	Level IV	5 per month
		(GP and Protection)	
Level II	7 per month	Level V	4 per month
		(GP and Protection)	
Level III	6 per month	Segregation	4 per month
		(Administrative, Punitive and Temporary)	

D. NUMBER OF VISITORS ALLOWED

A maximum of five persons may participate in a visit with a prisoner. Children less than two years of age will not be counted in that number. Visits in non-contact booths may require an exception due to space limitations.

EXCEPTION: Huron Valley Center may allow agency representatives to attend visits due to visitor/therapy sessions. Thus, visitors may exceed the five person limit during these visits with agency representatives *only*. A prisoner may not have more than five non-agency visitors on a single visit.

E. ALLOWABLE MINOR CHILDREN VISITS

A person under the age of 18 may be placed on a prisoner's approved visitors list only if s/he is:

1. an emancipated minor; or
2. the child, stepchild, grandchild or step-grandchild of the prisoner; or
3. the sibling, half-sibling or step-sibling of the prisoner.

Please refer to PD 05.03.140 *Prisoner Visiting*, for a list of the circumstances when a person under the age of 18 shall not be permitted to visit. A minor (unless an emancipated minor), must be accompanied by an adult immediate family member (of the child) or his/her legal guardian. The adult accompanying the minor must be on the prisoner's approved list. Note: Only those minors identified in this paragraph shall be permitted to visit.

The person under the age of 18 must present an original or a certified true copy of a birth certificate, certificate of adoption, a court order establishing paternity, or a valid pictured identification (drivers license, state identification, or passport) if they have one, each time they visit. (This is for identification purposes, not to establish and verify parentage).

F. VISITOR SEARCHES

All visitors will be searched prior to being admitted to the visiting area. The search will be done by a Michigan Department of Corrections staff member of the same sex as the visitor. The search may be completed by a member of the opposite sex if the visitor signs a waiver (CAJ 290) to permit such a search.

The search will include a search of the visitor's clothing, pat down of all areas covered by clothing, it also will require that the visitor remove his/her shoes and socks and open his/her mouth to allow for inspection. If worn by a visitor any prostheses and/or wig must also be

searched. All visitor searches shall be completed in accordance with Policy Directive 04.04.110 *Search and Arrest in Correctional Facilities*.

G. VISITOR BADGES

All visitors shall be issued a badge that must be worn throughout the visit. The badge shall be:

4" x 3", top loading, sealed clear vinyl and must include the word "VISITOR".

H. BLACK LIGHT HAND MARKING SYSTEMS FOR VISITORS











Facilities must use the black light hand marking system for visitors. A sequential numerical hand marking system must be used in conjunction with the black light. The black light will be used to check the hand marking on exit from the visiting room.

I. VISITING HOURS

All visits must be processed no later than 30 minutes prior to the end of the visiting hours. If a facility is unable to comply with the visiting hours identified, or if programming or other facility activity conflicts with the time frames given, an exception to the visiting hours must be sought from the Deputy Director, CFA.



FACILITY	LEVELS	DAYS	HOURS	HOLIDAY HOURS
All Camps	I	Saturday & Sunday	8:30 am - 2:30 pm	★
Parr Highway Facility Straits Correctional Facility Florence Crane Facility Deerfield Correctional Facility Mid-Michigan Facility West Shoreline Facility Pine River Correctional Facility Pugsley Correctional Facility Western Wayne Facility	I	Monday - Friday Saturday & Sunday	2:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
Parnall Correctional Facility	I	Monday - Friday Saturday & Sunday (Even/Odd # Schedule)	2:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
Cooper Street Facility Hiawatha Correctional Facility	I	Monday - Friday Saturday & Sunday	3:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
Boyer Road Correctional Facility	II	Monday - Friday Saturday & Sunday	3:30 pm - 9:30 pm 10:00 am - 8:00 pm	★
Richard A. Handlon Facility Newberry Correctional Facility	II	Monday - Friday Saturday & Sunday	2:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
Kinross Correctional Facility	II	Monday - Friday Saturday & Sunday	3:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
	Protection	Thursday & Friday	10:00 am - 2:00 pm	
Muskegon Correctional Facility	II Segregation	Monday - Friday Saturday & Sunday	2:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
Ojibway Correctional Facility	II	Monday - Friday Saturday & Sunday	2:30 pm - 8:30 pm 9:00 am - 7:00 pm (Central Time Zone)	★

FACILITY	LEVELS	DAYS	HOURS	HOLIDAY HOURS
Riverside Correctional Facility	II	Mon - Fri Saturday & Sunday	2:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
Lakeland Correctional Facility	II	Monday - Friday Saturday & Sunday	2:30 pm - 9:00 pm 9:00 am - 9:00 pm	🎯
Charles Egeler Reception & Guidance Center	RGC I	Tuesday & Thursday Saturday & Sunday Mon, Wed, Fri Saturday & Sunday	4:30 pm - 8:30 pm 10:00 am - 2:30 pm 4:30 pm - 8:30 pm 3:00 pm - 8:30 pm	★
Southern Michigan Correctional Facility	IV II Segregation	Tuesday & Thursday Saturday Monday - Friday Saturday Sunday Wednesday	8:30 am - 1:00pm 2:30 pm - 8:30 pm 2:30 pm - 8:30 pm 8:30 am - 1:00 pm 8:30 am - 8:30 pm 8:30 am - 1:00 pm	★
Gus Harrison Facility	IV II Segregation I	Tuesday & Thursday Saturday Mon, Wed, Fri Sunday Wednesday Monday - Friday Saturday & Sunday	2:30 pm - 9:00 pm 8:30 am - 9:00 pm 2:30 pm - 9:00 pm 8:30 am - 9:00 pm 8:30 am - 1:30 pm 2:30 pm - 8:30 pm 10:00 am - 8:00 pm	★
Macomb Correctional Facility	IV II Segregation I	Tuesday & Thursday Saturday Mon, Wed, Fri Sunday Wednesday Monday - Friday Saturday & Sunday	2:30 pm - 9:00 pm 8:30 am - 9:00 pm 2:30 pm - 9:00 pm 8:30 am - 9:00 pm 8:30 am - 1:30 pm 2:30 am - 9:00 pm 8:30 am - 9:00 pm	◼
Huron Valley Correctional Facility	IV Segregation Protection	Tuesday - Sunday Tuesday & Saturday Tuesday & Saturday	2:30 pm - 8:30 pm 9:00 am - 10:30 am 10:30 am - 12:00	✚
Bellamy Creek Correctional Facility RMI Dormitory	IV III Protective Segregation I	Mon, Wed, Fri Sunday Tuesday & Thursday Saturday Tuesday & Thursday Saturday Mon, Wed, Fri Wed, Thu, Fri Saturday & Sunday	2:30 pm - 8:30 pm 8:30 am - 8:30 pm 2:30 pm - 8:30 pm 11:30 am - 8:30 pm 8:30 am - 1:30 pm 8:30 am - 10:30 am 8:30 am - 1:30 pm 2:30 pm - 8:30 pm 8:30 am - 8:30 pm	★
Thumb Correctional Facility	IV II Segregation	Tuesday & Thursday Saturday Mon, Wed, Fri Sunday Wednesday	2:30 pm - 9:00 pm 8:30 am - 9:00 pm 2:30 pm - 9:00 pm 8:30 am - 9:00 pm 8:30 am - 1:30 pm	◼
Earnest C. Brooks Facility Saginaw Correctional Facility Ryan Correctional Facility Mound Correctional Facility	IV II Segregation I	Tuesday & Thursday Saturday Mon, Wed, Fri Sunday Wednesday Monday - Friday	2:30 pm - 9:00 pm 8:30 am - 9:00 pm 2:30 pm - 9:00 pm 8:30 am - 9:00 pm 8:30 am - 1:30 pm 2:30 pm - 9:00 pm	◼

FACILITY	LEVELS	DAYS	HOURS	HOLIDAY HOURS
		Saturday & Sunday	8:30 am - 9:00 pm	
Carson City Correctional Facility	IV II Segregation I	Tuesday & Thursday Saturday Mon, Wed, Fri Sunday Wednesday Monday - Friday Saturday & Sunday	3:30 pm - 10:00 pm 8:30 am - 9:00 pm 3:30 pm - 10:00 pm 8:30 am - 9:00 pm 8:30 am - 1:30 pm 3:30 pm - 10:00 pm 8:30 am - 9:00 pm	
Chippewa Correctional Facility	IV III Segregation I	Tuesday & Thursday Saturday Mon, Wed, Fri Sunday Wednesday Monday - Friday Saturday & Sunday	2:30 pm - 9:00 pm 8:30 am - 9:00 pm 2:30 pm - 9:00 pm 8:30 am - 9:00 pm 8:30 am - 1:30 pm 2:30 pm - 9:00 pm 8:30 am - 9:00 pm	
St. Louis Correctional Facility	IV III Segregation	Mon, Wed, Fri Sunday Tuesday & Thursday Saturday Mon, Wed, Fri	3:30 pm - 9:30 pm 9:30 am - 9:30 pm 3:30 pm - 9:30 pm 9:30 am - 9:30 pm 8:30 am - 2:30 pm	
G. Robert Cotton Correctional Facility	IV II Segregation Secure I I	Thu, Fri, Sat Tuesday Sun, Mon, Tue, Wed Thu, Fri, Sat Thursday Sun, Mon, Tue, Wed Thu, Fri, Sat Sun, Mon, Wed	8:30 am - 1:30 pm 2:30 pm - 9:00 pm 8:30 am - 1:30 pm 2:30 pm - 9:00 pm 8:30 am - 1:30 pm 8:30 am - 1:30 pm 2:30 pm - 9:00 pm 2:30 pm - 9:00 pm	
Oaks Correctional Facility	IV Segregation	Monday - Friday Saturday & Sunday Monday - Friday	2:30 pm - 8:30 pm 8:30 am - 8:30 pm 8:30 am - 12:30 pm	
Alger Correctional Facility	V Segregation	Monday - Sunday Wednesday - Sunday	10:30 am - 2:30 pm 8:30 am - 10:30 am	
Baraga Correctional Facility Marquette Branch Prison	V Segregation I	Monday - Sunday Wednesday - Sunday Tuesday - Sunday	10:30 am - 2:30 pm 8:30 am - 10:30 am 5:30 pm - 8:30 pm	
Standish Correctional Facility	V Segregation Protection	Monday - Sunday Wednesday - Sunday Tuesday - Sunday	10:30 am - 2:30 pm 8:30 am - 10:30 am 2:30 pm - 6:30 pm	
Michigan Youth Correctional Facility	V Segregation Protection	Monday - Sunday Wednesday - Sunday Wednesday - Sunday	10:30 am - 2:30 pm 8:30 am - 10:30 am 8:30 am - 10:30 am	
Robert Scott Correctional Facility	V, IV II Segregation I	Tuesday & Thursday Saturday Mon, Wed, Fri Sunday Mon, Wed Monday - Friday	2:30 pm - 9:00 pm 8:30 am - 9:00 pm 2:30 pm - 9:00 pm 8:30 am - 9:00 pm 8:30 am - 1:30 pm 2:30 pm - 9:00 pm	

FACILITY	LEVELS	DAYS	HOURS	HOLIDAY HOURS
		Saturday & Sunday	8:30 am - 9:00 pm	
Huron Valley Center	Male Prisoners	Mon, Wed, Fri	7:00 pm - 9:00 pm	♂ ♀
		Sunday	1:00 pm - 4:00 pm	
	Female Prisoners	Tuesday & Thursday	7:00 pm - 9:00 pm	
		Saturday	1:00 pm - 4:00 pm	
Ionia Maximum Facility	V	Thursday & Monday	8:30 am - 2:30 pm	★
		Saturday	8:30 am - 8:30 pm	
	II	Mon, Thu, Fri	3:30 pm - 8:30 pm	
		Sunday	8:30 am - 8:30 pm	
	Segregation	Tuesday	8:30 am - 2:30 pm	
		Wednesday	3:30 pm - 8:30 pm	

★	Visiting on state recognized holidays shall be the same as the regular hours for the day of the week that the holiday falls on.
✚	Visiting on state recognized holidays shall be the same as the regular hours for the day of the week that the holiday falls on. If the state recognized holiday falls on a day where visiting is not scheduled; general population visiting shall be scheduled on that day from 2:30 pm - 8:30 pm. Visiting for segregation units will be early in the day.
🎯	Visiting on state recognized holidays shall be 9:00 am – 9:00 pm.
♂	Visiting on state recognized holidays for male prisoners at Huron Valley Center is 7:00 pm - 9:00 pm for the day of the week the holiday falls on.
♀	Visiting on state recognized holidays for female prisoners at Huron Valley Center is 1:00 pm - 4:00 pm for the day of the week the holiday falls on.
⬢	Visiting on state recognized holidays shall be the same as the regular hours for the day of the week that the holiday falls on. If the state recognized holiday falls on a day where visiting is not scheduled, visiting shall be scheduled on that day for segregation units from 8:30 am - 10:30 am, Level I, II, or III from 2:30 pm - 8:30 pm, and for protection units from 2:30 pm - 6:30 pm.
★	Visiting on state recognized holidays will be scheduled on the day of the week the holiday falls on at the following times: Protection 6:45 pm - 8:45 pm; administrative/punitive/temporary segregation 8:30 am - 10:30 am; Level III 2:45 pm - 5:45 pm; Level IV 10:45 am - 2:15 pm and for Level I prisoners visiting on state recognized holidays which are on a week day shall be 2:30 pm - 8:30 pm.
◼	Visiting on state recognized holidays will be scheduled on the day of the week the holiday falls on at these times: administrative/punitive/temporary segregation 8:30 am - 10:30 am, Level IV and V general population 11:00 am - 2:00 pm, Levels II and III 2:30 pm - 9:00 pm and for Level I prisoners visiting on state recognized holidays be the same as the regular hours for the day of the week that the holiday falls on.
◻	Visiting on state recognized holidays will be scheduled on the day of the week the holiday falls on at these times: Segregation 8:30 am - 10:30 am, Level IV 11:00 am - 2:00 pm, Level II 3:30 pm - 10:00 pm and for Level I prisoners visiting on state recognized holidays be the same as the regular hours for the day of the week that the holiday falls on.

	Visiting on state recognized holidays will be scheduled on the day of the week that the holiday falls on at the following times: administrative/punitive/temporary segregation 8:30 am - 10:30 am, Level IV general population 11:00 am - 1:30 pm, Levels II and Secure Level I 2:30 pm - 5:00 pm, and for Level I prisoners from 5:30 pm - 9:00 pm.
	Visiting on state recognized holidays will be scheduled on the day of the week the holiday falls on at the following times: ad/punitive/temp segregation 8:30 am - 10:30 am, Level IV general population 3:30 pm – 9:30 pm, Levels III general population 10:45 am to 2:45 pm.

J. VISITOR ATTIRE

1. Visitors must be fully dressed in clean clothes that are in good repair. Visitors are not permitted to exchange or give any part of their attire to a prisoner.
2. Outer garments such as winter coats, headgear, gloves, or outer boots that slip over a shoe are not allowed in the visiting room. Blazers, suit coats, and jackets to jogging suits are permissible. NOTE: Hooded garments are prohibited.
3. Visitors are permitted to wear religious headgear into the visiting room; this headgear is subject to search and inspection. It may be necessary for MDOC staff to search/inspect these items at any time during the visiting process.

Clothing which exposes excessive skin, e.g., abdomen, breast, chest, back, thigh, etc., is prohibited. This clothing includes, but is not limited to, see through clothing, tube/halter tops, and shorts or skirts/dresses which are more than 3” (three inches) above the knee. Measurements are to be taken when the visitor is seated with feet flat on the floor, and at the highest point of the skirt, e.g., if the skirt has a slit, then the measurement would be taken at the top of the slit. (If the slit is in the front or side of the skirt the measure would be taken while seated, if the slit is in the back of the skirt, the measurement may be taken while the visitor is standing).

4. Clothing which exposes undergarments is prohibited. Sleeveless tops are allowed only if the armholes are fashioned in a manner that conceals the undergarments and breast/chest of the visitor.
5. Extreme form-fitting clothing that might be considered "second skin", including but not limited to, running tights, leggings, unitards, etc., may not be worn as outer garments.
6. Extremely loose fitting clothing is not allowed.
7. Clothing, which displays words, symbols, gestures, or pictures, which may be perceived as obscene or inflammatory, are prohibited.
8. Footwear must be worn at all times.
9. Visitors who arrive in clothing that does not comply with these standards will not be permitted to visit. An exception may be made if this is the person's first visit to an MDOC facility (verification in visiting record necessary); in this case, the person would

be provided a smock and permitted to visit. The visiting record should note when smocks are used. NOTE: Under no circumstances are visitors permitted to visit if they arrive inappropriately dressed on the second or any subsequent visit to any MDOC facility.

10. When necessary, the shift commander will make the final decision with regard to visitor attire.

K. ITEMS VISITORS ARE ALLOWED TO BRING INTO THE VISITING ROOM: *Please Note, the MDOC is not responsible for the loss, theft, or damage of a visitor's property.*

The following list is all-inclusive:

1. Locker key.
2. Visitor pass.
3. Identification card.
4. Change for vending machines, maximum \$15.00 per visitor. The maximum allowed for a visiting party of three or more persons is \$45.00.
5. When an infant is on the visit: Two clear plastic bottles, one pacifier, and one single-layered baby blanket (no quilts or comforter style). A clear plastic spill proof cup "sippy cup" is permitted when a toddler is a member of the visiting party.
6. Medication which may be needed by the visitor during a visit, wheelchair, cane, walker, oxygen equipment, prosthesis, etc., are permitted with the approval of the shift commander.

Visitors who are paraplegic or have mobility from the chest up are required to use the facility's wheelchair while in the visiting room. Each facility must have a wheelchair available for visiting room use. The visitor's wheelchair will not be permitted in the visiting area.

Visitors who are required to use a facility wheelchair will not be physically handled or moved by facility staff. A member of that visitor's visiting party is responsible for the move to the facility wheelchair. If the visiting party is unable to accomplish this move, the visitor may be allowed to use his/her own wheel chair, however the visit will be non-contact.

Visitors who are quadriplegic or have limited or no mobility of their upper extremities, may use their own wheelchair while in the visiting room. However, the visitor and his/her chair will be searched as thoroughly as possible before entering the visiting room. The visitor will undergo a clothed body search of exposed areas, i.e., upper and lower extremities without actual removal from the chair. Additionally, the visit will be assigned to a location next to the officer's station.

7. Photo tickets.

8. Immediate family members, as defined in PD 05.03.140, may bring legal documents in on a visit for review only with the prisoner. The documents cannot be left with the prisoner, nor left at the front desk for the prisoner. These items are subject to search before being taken into the visiting room.
9. Attorneys or their representative, legal paraprofessional, or law clerk on attorney visits may take the following with them into the visiting room: a) Legal papers, including the attorney's file on the prisoner's case, e.g., correspondence, pleadings, transcripts, etc. b) Writing pads and implements (pen and/or pencil) c) Softbound copies of law books e.g., Michigan Court Rules, compilation of criminal statutes, sentencing guidelines and up to \$15 in change per person for vending machines. The maximum allowed for a visiting party of three or more persons is \$45. Laptop computers are not permitted. Other items will not be allowed unless the Warden has given prior approval. All items are subject to search.
10. Attorneys may leave legal documents for the prisoner at the front desk at the conclusion of their visit. Documents cannot be given to the prisoner directly. These items are subject to search and will be delivered to the prisoner as legal mail.
11. Outreach volunteers and clergy are permitted to carry the following items into the visiting room when visiting as a volunteer/clergy: Two religious books, e.g., a scripture book and study book, a pen or pencil, a note pad or loose leaf paper and up to \$15 in change per person for vending machines. The maximum allowed for a visiting party of three or more persons is \$45. All items carried in will be searched and must leave with the volunteer/clergy at the conclusion of the visit. These items cannot be given to the prisoner. Clergy may bring sacramental items into the visiting room only if approval has been obtained through the Warden prior to the visit.
12. Representatives of the media are permitted to bring the following items into the visiting room for the purpose of interviewing a prisoner: A notebook/pad, and a pen or pencil. Audio or visual recording devices are prohibited. Items carried in by the media representative will be searched and must leave with the media representative at the conclusion of the visit. These items cannot be given to the prisoner.

Note: Cameras, cellular telephones, pagers, and other electronic devices are not permitted. Visitors must leave these items in a locked motor vehicle in a designated parking area.

L. PRISONER PROPERTY AND CLOTHING

Below is a list of the only items of personal property or clothing a prisoner may have with them when they visit. All clothing worn into the visiting room by a prisoner must remain on during the visit and must be worn out by the prisoner. Clothing worn must be in good repair and may not be torn or altered. When necessary, the shift commander will make the final decision with regard to prisoner attire if the Deputy Warden or designee is not available.

Allowable Property - All Levels
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- | |
|--|
| <ul style="list-style-type: none"> • Identification Card; must be submitted to the visiting room officer to be placed in a secure area. |
|--|

<ul style="list-style-type: none"> • Room keys, if applicable. • Medically necessary items authorized by health care and the Warden, including but not limited to, prescription eyeglasses, medical alert bracelets, prosthesis, etc. • Legal paperwork for use on attorney visit. Must have prior approval of Deputy Warden/designee. • Religious material for use on clergy visit. Must have prior approval of Deputy Warden/designee. • Religious medallion/medicine pouch as allowed by PD 05.03.150 <i>Religious Beliefs and Practices of Prisoners</i>. • Wedding band. • Photo tickets (must be a different color than photo tickets sold to visitors). 	
Allowable Clothing - Level IV and Below	
Male	Female
<ul style="list-style-type: none"> • Belt • Trousers • Shirt • Undershirt/undershorts/socks • State issue work oxford shoes, other shoes permitted only as approved by Health Care and Warden. • Sweater 	<ul style="list-style-type: none"> • Slacks • Belt • Blouse/shirt • Skirt • Dress • Bra/panties/socks/stockings/slip/girdle • State issue work oxford shoes, other shoes permitted only as approved by health care and Warden. • Sweater
Allowable Clothing /Level V and Administrative Segregation	
<ul style="list-style-type: none"> • State issue clothing only. • Underwear (undershirts and shorts, bras, and panties). • State issue work oxford shoes, other shoes permitted only as approved by Health Care and the Warden. 	
Clothing Not Permitted:	
<ul style="list-style-type: none"> • No tube tank, halter, or sleeveless tops. • Clothing which exposes excessive skin, e.g., abdomen, breast/chest/back, thigh, etc. • Skirts/dresses which are more than 3" (three inches) above the knee. Measurement is to be taken when the prisoner is seated with feet flat on the floor. • Extremely form-fitting clothing and extremely loose fitting clothing. • Clothing which displays obscene or inflammatory words, symbols, including gang insignia, names, gestures, or pictures. • Religious headgear, unless approved by the Special Activities Coordinator, CFA, on a case by case basis. <p>With approval of the Warden, personal coats, jackets, and gloves may be worn up to the visiting room instead of state issue, if the facility can accommodate the storage of these items outside of the visiting room during the visit.</p>	

M. ASSIGNED SEATING/CROSS VISITATION

Prisoners and visitors, including children age two and over, will be assigned a specific seat in the visiting area. Prisoners shall be allowed to visit only with those individuals who have signed in

to visit them, i.e., no "cross visitation" will be allowed between prisoners or their visitors. *Note: Brief greetings are acceptable, continued conversation is not.*

Prisoners who present special problems must be assigned to a seat in the area closest to the officer's station to permit staff to continuously monitor their behavior. Portable non-contact stalls may also be used for this purpose. Prisoners are required to remain seated at all times unless given permission to leave their seats by visiting room staff.

Be advised that these standards are not a substitute for staff supervision. Prisoners and visitors must be closely monitored at all times to ensure that contraband is not passed and that inappropriate behavior does not occur.

N. REST ROOM USE

Visitors shall not use any restroom facilities located inside the visiting room in Levels II or higher. Visitors shall not be permitted to use restroom facilities which are used by prisoners at any security level.

In facilities which are Level II and above:

- A visiting party (one to five visitors) is permitted one restroom trip per group. Subsequent restroom usage by any member of the party is counted as another visit.
- A visiting party which includes an infant may leave the visiting room one time during the course of the visit to change the child's diaper in an area designated by institutional staff. Subsequent departures from the visiting room for changing a child's diaper will result in an additional visit being charged against the prisoner's total allowed visits for the month.
- An exception may be granted to permit a visitor more frequent restroom breaks, if the visitor's medical need is substantiated in writing from his/her physician and approved by the warden prior to the visit.
- Under no circumstances will minor visitors be allowed to remain in the visiting room without the presence and supervision of an adult visitor.
- Visitors returning from the restroom will be shaken down prior to their return to the visiting room. If staff has reason to believe that the visitor has been anywhere other than the rest room, the visitor will be refused re-admittance.

O. PHOTOS

- Photo tickets of a different color than tickets sold in prisoner stores may be sold at the front desk, by machine or over the counter.
- Prisoners are not allowed to take tickets purchased by visitors back to his/her housing unit.
- All tickets must be used or removed at the end of the visit by the visitor.

P. PROPERTY LEFT AT THE INFORMATION DESK ON VISITS

Legal documents left by an attorney at the conclusion of a visit are the only items which may be left at the information desk (see page #10).

Q. TERMINATION OF A VISIT

Inappropriate behavior on the part of the prisoner or a visitor may result in the termination of the visit and may lead to a permanent visitor restriction. Such behaviors include but are not limited to, inappropriate touching, kissing, fondling, sitting on the lap of a prisoner/visitor (including children), exposure of the breasts or genital areas, excessively loud conversations, passing of contraband, etc.

Notation of the terminated visit, and any subsequent visitor restriction, must be made in the Visitor Tracking System.

R. VISITOR'S INFORMATION HANDOUT (ENGLISH AND SPANISH)

We require that all facilities provide information in writing to visitors regarding:

1. The institution and its visiting procedures including visiting hours, registration procedures, visit processing times, and number of visits and visitors.
2. Outline who can visit, including clergy, attorney, law enforcement, legislative visits, and identification required.
3. Conduct of visitors including cross visiting, rest room use, supervision of children, and noise level.
4. Visitor attire restrictions.
5. Search procedure.
6. Termination of visits. Not allowed visits, visitor restrictions, and violations of law and how they are dealt with.
7. Property.
8. Parking, camera use, and visitor comments.